



**FINAL DRAFT  
PASCO COUNTY**

**METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM**

**Fiscal Years 2016-17 and 2017-18**

**Adoption Date: May 12, 2016**

**Amended: \_\_\_\_\_**

**Prepared by:**

Pasco County Metropolitan Planning Organization  
8731 Citizens Drive  
New Port Richey, FL 34654  
Telephone (727) 847-8140  
E-mail: [mpocomments@pascocountyfl.net](mailto:mpocomments@pascocountyfl.net)  
Website: [www.pascompo.net](http://www.pascompo.net)

**Funded Jointly by:**

Federal Highway Administration  
Federal Transit Administration  
Florida Department of Transportation  
Pasco County

**Catalog of Federal Domestic Assistance (CFDA) Numbers:**

Federal Highway Administration: Highway Planning and Construction Grant (PL),  
CFDA: 20.205; Federal Aid Project No. PL1157 (54) FPN 439337-1-14-01  
Federal Transit Technical Studies Grant (Metropolitan Planning),  
Federal Transit Administration  
CFDA; 20.505; Federal Aid Number: 1001-2016-X; FPN 402414-1-14-17

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration (U.S. Department of Transportation) under the State Planning and Research Program, Section 505 (or Metropolitan Planning Program, Section 104(f)), of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination laws, public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, familial, or income status. It is a priority for the MPO that all citizens of Pasco County be given the opportunity to participate in the transportation planning process, including low-income individuals, the elderly, persons with disabilities, and persons with limited English proficiency. You may contact the MPO's Title VI Specialist at (727) 847-8140 if you have any discrimination complaints.

**PASCO COUNTY**  
**METROPOLITAN PLANNING ORGANIZATION**  
**PASCO AREA TRANSPORTATION STUDY**  
**UNIFIED PLANNING WORK PROGRAM**  
**Fiscal Years 2016-17 and 2017-18**

The Honorable Lance Smith, Councilman, City of Zephyrhills,  
MPO - Chairman

The Honorable Jeff Starkey, Councilman, City of New Port Richey  
MPO Vice-Chairman

The Honorable Camille Hernandez, Mayor, City of Dade City  
The Honorable Dale Massad, Mayor, City of Port Richey  
The Honorable Theodore J. Schrader, County Commissioner (District 1)  
The Honorable Mike Moore, County Commissioner (District 2)  
The Honorable Kathryn Starkey, County Commissioner (District 3)  
The Honorable Mike Wells, County Commissioner (District 4)  
The Honorable Jack Mariano, County Commissioner (District 5)

Secretary Paul Steinman, P.E. (Nonvoting Advisor)

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION**

James H. Edwards  
Transportation Planning Manager

Ali Atefi, P.E., Engineer III  
Manny Lajmiri, Senior Planner  
Allen Howell, Planner II  
Mabel Risner, Senior Development Review Technician

## TABLE OF CONTENTS

METROPOLITAN PLANNING ORGANIZATION (MPO) RESOLUTION APPROVING UPWP .....	iii
AUTHENTICATION .....	iv
METROPOLITAN PLANNING ORGANIZATION (MPO) RESOLUTION PER DIEM AND MILEAGE .....	v
COST ANALYSIS CERTIFICATION FOR FISCAL YEARS 2016-17 AND 2017-18 .....	vi
<b>SECTION 1: INTRODUCTION.....</b>	<b>1-8</b>
Unified Planning Work Program (UPWP) Overview .....	1
UPWP Development.....	1-2
Background of MPO Transportation Planning Process in Pasco County.....	2
UPWP Planning Program Level of Effort and Focus .....	2-6
Planning Factors .....	7
MAP-21/FAST ACT Factors.....	7
Emphasis Areas (PEA) .....	8
Florida Planning Emphasis Area.....	8
<b>SECTION 2: ORGANIZATION AND MANAGEMENT</b>	
Agreements.....	9-10
Management of the MPO .....	10-12
<b>SECTION 3: BUDGET ALLOCATION METHODOLOGY.....</b>	<b>13</b>
UPWP TASKS 1.0 THROUGH 7.0	
1.0 General Administration and Program Development .....	14-19
2.0 Public Participation.....	20-24
3.0 Surveillance Activities .....	25-32
3.1 Transportation System Surveillance and Database Management .....	26-29
3.2 Socioeconomic and Land Use Data.....	30-32
4.0 Transportation Improvement Program (TIP) .....	33-36
5.0 Systems Planning .....	37-57
5.1 Congestion Management Process.....	38-41
5.2 Long-Range Transportation Plan (LRTP) coordination and Update.....	42-45
5.3 Bicycle and Pedestrian (Sidewalk/Trail) Planning .....	46-49
5.4 Local Government Comprehensive Planning Support (LGCPS and Land Development Code (LDC) Implementation.....	50-53
5.5 Special Studies .....	54-57
6.0 Transit Planning Program .....	58-65
6.1 Public Transportation Planning.....	59-62
6.2 Transportation Disadvantage Planning.....	63-65
7.0 Regional Planning Coordination .....	66-71
<b>SUMMARY BUDGET TABLES 1-6.....</b>	<b>72-80</b>
<b>TABLE 1 PROPOSED FUNDING SOURCES AND ANTICIPATED     ELEMENT COSTS (2016-17).....</b>	<b>73</b>
<b>TABLE 2 PROPOSED PARTICIPATION AGENCIES AND ANTICIPATED     ELEMENT COSTS (2016-17).....</b>	<b>74</b>
<b>TABLE 3 PROPOSED FUNDING SOURCES AND ANTICIPATED     ELEMENT COSTS (2017-18).....</b>	<b>75</b>
<b>TABLE 4 PROPOSED PARTICIPATION AGENCIES AND ANTICIPATED     ELEMENT COSTS (2017-18).....</b>	<b>76</b>
<b>TABLE 5 BUSINESS PLAN FY 2016-17 .....</b>	<b>77</b>
<b>TABLE 5 BUSINESS PLAN FY 2017-18.....</b>	<b>78</b>
<b>TABLE 6 PLANNING STUDIES .....</b>	<b>79-80</b>

DOCUMENTATION AND FORMS.....	81-101
2016 Joint Certification Statement on the Metropolitan Transportation Planning Process.....	82
2016 Joint MPO/FDOT Certification Summary.....	83
Notice to MPO Grant and Program Subrecipients.....	84
Definitions - Appendix A.....	85
Certification Regarding Lobbying.....	86
Debarment and Suspension Certification.....	87
Pasco County MPO Limited English Proficiency (LEP) Policy Statement.....	88-89
Disadvantaged Business Enterprise Policy.....	90
Title VI Nondiscrimination Policy Statement.....	91
Pasco County MPO Discrimination Complaint Procedure.....	92-93
Pasco County Transportation Disadvantaged Grievance Policies and Procedures.....	94-101
STATEMENTS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION	
(FTA), SECTIONS 5303.....	102-111
Section 5305(d) Grants Management Information System (GMIS) Planning Definitions.....	103-104
Application for Federal Assistance SF 424, FY 2016-17.....	105-108
Section 5305(d).....	108-111
Approved Project Budget FY 2016-17 (FTA Funds Only - 80%).....	108
Approved Project Budget FY 2016-17 (Total Dollars - 100%).....	109
FTA Certifications and Assurances for Federal FY 2016-17, Section 5305(d).....	110-111
STATE PLANNING ACTIVITIES FY 2016-17 AND FY 2017-18.....	112-117
ACRONYMS AND DEFINITIONS.....	118-137
COMMENTS AND RESPONSES.....	138-146
2016-17 FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT), FHWA, OTHER	

## DOCUMENTATION AND FORMS

	<u>Page(s)</u>
Documents & Forms .....	80-101
2016 Joint Certification Statement on the Metropolitan Transportation Planning Process.....	82
2016 MPO/FDOT Certification Summary .....	83
Notice to MPO Grant and Program Subrecipients.....	84
Definitions – Appendix A .....	85
Certification Regarding Lobbying .....	86
Debarment and Suspension Certification .....	87
Pasco County Limited English Proficiency (LEP) Policy Statement.....	88-89
Pasco County MPO Disadvantaged Business Enterprise (DBE) Policy.....	90
Pasco County MPO Title VI Nondiscrimination Policy Statement .....	91
Pasco County MPO Discrimination Complaint Procedure .....	92-93
Pasco County Public Transportation (PCPT) Grievance Policies and Procedures.....	94-101



*Florida Department of Transportation*

**JOINT CERTIFICATION STATEMENT ON THE  
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

Pursuant to the requirements of 23 U.S.C. 134(k)(5), 23 CFR 450.334(a), the Department and the Metropolitan Planning Organization (MPO) have performed a review of the certification status of the metropolitan transportation planning process for the Pasco MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities

TYPE OF CERTIFICATION REVIEW

**FDOT Certification Standard/Modified Review**

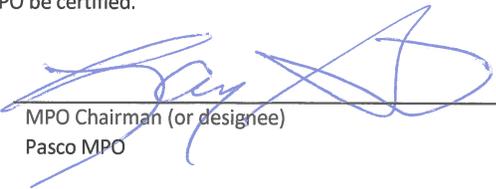
Included in this certification package are digital attachments of the noteworthy achievements or products resultant from those activities consistent with the federal transportation planning requirements. The contents of this Joint Certification Statement have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 26, 2016.

**Federal Certification Quadrennial Review/FDOT Review**

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package has been reviewed by the MPO and accurately reflects the results of the joint certification review meeting held by FHWA, FTA, FDOT, and the MPO held on.

Based on a joint review and evaluation, the Florida Department of Transportation (FDOT) and the Pasco MPO recommend that the metropolitan transportation planning process for the Pasco MPO be certified.

Paul Steinman, PE  
District Seven Secretary  
Florida Department of Transportation

  
MPO Chairman (or designee)  
Pasco MPO

5-12-16

Date

Date

*Florida Department of Transportation, District 7 | 11201 N. McKinley Dr. | Tampa, FL 33612*



## *Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

11201 N. McKinley Drive  
Tampa, FL 33612

**JIM BOXOLD**  
SECRETARY

### JOINT MPO/FDOT CERTIFICATION SUMMARY

## **Pasco Metropolitan Planning Organization**

---

The annual Joint FDOT/MPO Certification review meeting was held on January 26, 2016, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The Pasco County MPO is in compliance with federal and state guidelines for metropolitan transportation planning.

The following is a summary of the Department's findings.

#### **Notable Achievements**

- MPO staff worked with FDOT to incorporate mandatory statewide modifications in financial management of FHWA planning funds. Staff participated in several statewide forums and continues to respond professionally to changes in state contract management guidelines such as making the Unified Planning Work Program (UPWP) the work scope of the Transportation Planning Funds Agreement/Contract. The MPO staff worked closely with FDOT on Transportation Alternatives process enhancements with a cooperative spirit.
- The MPO initiated a phased approach to study the SR 54/56 corridor to determine what improvements the community will support. MPO staff organized the corridor into half and created two citizen's task forces. The MPO staff then led task force members through candid discussions that resulted in specific improvement recommendations.

#### **Recommended Actions**

- Continue to refine the MPO process for vetting Transportation Alternative project application to ensure only complete applications are prioritized and submitted to FDOT.
- Continue to work with the County Comptroller's Office and FDOT to find ways to shorten the production time to prepare MPO invoices to meet federal guidelines.
- Continue applying context sensitive solutions to ensure the early and continuous engagement of relevant stakeholders and minimize impacts to the environment and affected community.

#### **Corrective Actions**

- None

**APPENDIX A**

**NOTICE TO METROPOLITAN PLANNING ORGANIZATION (MPO)**

**GRANT AND PROGRAM SUBRECIPIENTS**

All programs and operations of entities that receive assistance from the Federal government, including MPO and its subrecipients, must comply with Title VI requirements and to take reasonable steps to ensure meaningful access to the information and services it provides for Limited English Proficiency (LEP) persons.

Subrecipients are encouraged to have in place written policies on the provision of interpreter and translation services.

I acknowledge that a copy of the MPO LEP Plan and Title VI Discrimination Complaint Procedure has been provided to our organization and I have read the contents and fully understand the LEP Plan and Title VI obligations and responsibilities.

  
\_\_\_\_\_  
Lance Smith, MPO Chairman

5-12-16  
\_\_\_\_\_  
DATE

Pasco County Metropolitan Planning Organization

## DEFINITIONS

### APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion, or family status.
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Florida Department of Transportation (FDOT), the Florida Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and/or the Federal Motor Carrier Safety Administration (FMCSA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the FDOT, the FHWA, the FTA, the FAA, and/or the FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the FDOT shall impose such contract sanctions as it or the FHWA, the FTA, the FAA, and/or the FMCSA may determine to be appropriate, including, but not limited to:
  - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of Paragraphs (1) through-(6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the FDOT, the FHWA, the FTA, the FAA, and/or the FMCSA may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the Contractor may request the FDOT to enter into such litigation to protect the interests of the FDOT, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
FEDERAL FISCAL YEAR 2016-17 CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

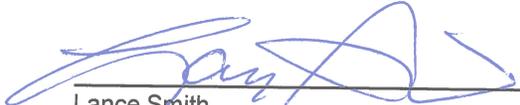
In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Pasco County MPO that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Pasco County MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Pasco County MPO shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants and contracts and subcontracts under grants, loans, and cooperative agreement), which exceeds \$100,000, and that all such sub recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

Pasco County MPO \_\_\_\_\_

5-12-16

DATE \_\_\_\_\_

  
\_\_\_\_\_

Lance Smith  
MPO Chairman

Lance Smith

PRINT NAME \_\_\_\_\_

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
FEDERAL FISCAL YEAR 2016-17  
DEBARMENT AND SUSPENSION CERTIFICATION**

As required by the United States Department of Transportation (USDOT) regulation on Government wide Debarment and Suspension at 49 CFR 29.510.

1. The Pasco County MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - d. Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state, or local) terminated for cause or default.
  
2. The Pasco County MPO also hereby certifies that, if later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above; it will promptly provide that information to the USDOT.

Pasco County MPO \_\_\_\_\_

5-12-16

DATE \_\_\_\_\_



Lance Smith  
MPO Chairman

Lance Smith

PRINT NAME \_\_\_\_\_

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
LIMITED ENGLISH PROFICIENCY (LEP) POLICY STATEMENT**

Executive Order (EO) 13166 and Title VI of the Civil Rights Act of 1964 prohibit recipients of Federal financial assistance from discriminating based on national origin by, among other things, failing to provide meaningful access to individuals who are LEP.

All recipients and subrecipients of Federal funding are required to take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are (1) the number or proportion of LEP persons in the eligible service population, (2) the frequency with which LEP individuals come into contact with the program or activity, (3) the importance of the service provided by the program, and (4) the resources available to the recipient.

It is important to ensure that written materials routinely provided in English are also provided in regularly encountered languages other than English. It is particularly important to ensure that vital documents are translated into the non-English language of each regularly encountered LEP group eligible to be served or likely to be affected by the program or activity. A document will be considered vital if it contains information that is critical for obtaining the Federal services and/or benefits or is required by law. Vital documents include, for example: applications; consent and complaint forms; notices of rights and disciplinary action; notices advertising LEP persons of the availability of free language assistance; written tests that do not assess English language competency, but rather competency for a particular license, job, or skill for which English competency is not required; and letters or notices that require a response from the beneficiary or client.

Vital documents must be translated when 1,000 people or five percent of the population eligible to be served or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively. For many larger documents, translation of vital information contained within the document will suffice, and the documents need not be translated in their entirety.

It may sometimes be difficult to draw a distinction between vital and nonvital documents, particularly when considering outreach or other documents designed to raise awareness of rights or services. It is impossible from a practical and cost-effective perspective to translate every piece of outreach material into every language, and Title VI and EO 13166 do not require this of their recipients. However, in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access. It is important for recipients, subrecipients, and contractors to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages.

The obligation to provide meaningful opportunity to individuals who are LEP is not limited to written translations. Oral communications between recipients and beneficiaries often is a necessary part of the exchange of information. Thus, a recipient that limits its language assistance to the provisions of written materials may not be allowing LEP persons "effectively to be informed of or to participate in the program."

There are several steps which can assist recipients in providing such oral assistance. They range from hiring bilingual staff or staff interpreters competent in the skill of interpreting; to contracting qualified, outside, in-person or telephonic interpreter services; to formally arranging for the services of qualified, voluntary, community interpreters who are bound by confidentiality agreements. Generally, it is not acceptable for agencies or recipients to rely upon a LEP individual's family members or friends to provide the interpreter services. The agency or recipient should meet its obligations under EO 13166 and Title VI by supplying competent language service free of cost.

The Pasco County MPO will comply with this Federal requirement by:

1. Complying with the Four Factors Test

- a. The number or proportion of LEP persons in the eligible service population.
- b. The frequency with which LEP individuals come into contact with the program or activity.
- c. The importance of the service provided by the program.
- d. The resources available to the recipient.

2. Public Meetings/Workshops

All ads for a public meeting will contain the following language:

"Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Manny Lajmiri at (727) 847-8140 at least ten working days in advance of the public meeting."

Identify and locate the translation and interpreter resources that are needed to provide the language assistance. As covered under Title VI, Requirements for Nondiscrimination, at each meeting, it is necessary to provide the Title VI material and include this material in an alternate language, when applicable.

3. Maintaining Files

Maintain LEP status for certain communities in files to ensure consistent communication in the appropriate language.

4. Review Process

Review delivery processes to determine whether any program process denies or limits participation by LEP persons.

5. Discrimination Complaint Procedures

LEP persons should be provided notice of their opportunity to file a discrimination complaint in accordance with Title VI. LEP persons may be advised orally of the opportunity to file a discrimination complaint pursuant to the regulation, using an interpreter. LEP persons should be made aware of the free, oral translation of vital information we will provide upon request.

6. Annual Update

Biannual assessment of the language needs will be conducted when this policy is updated by review of census and County labor market data or review of statistics from school systems, community agencies and organizations, and comparison to demographic data.

The MPO's LEP Policy Statement will be updated annually to ensure compliance with Federal laws.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION  
DISADVANTAGED BUSINESS ENTERPRISE POLICY

PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISE IN THE FLORIDA DEPARTMENT OF  
TRANSPORTATION'S FINANCIAL ASSISTANCE PROGRAMS

It is the policy of the Pasco County Metropolitan Planning Organization (MPO) that disadvantaged businesses as defined by 49, Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise (DBE) Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Pasco County MPO and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Pasco County MPO in a nondiscriminatory environment.

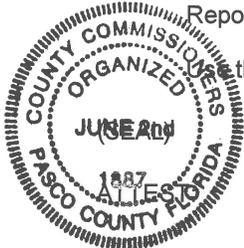
The Pasco County MPO shall require its consultants to not discriminate on the basis of race, color, national origin, sex, age, handicap/disability, or income status in the award and performance of its contracts. This policy covers in part the applicable Federal regulations and the applicable statutory references contained therein for the DBE Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

The Pasco County MPO agrees to adopt the Florida Department of Transportation (FDOT) DBE Program Plan and to use the following forms and reporting systems to ensure compliance with the FDOT Plan:

Use appropriate forms such as the Bid Opportunity List (Form No. 275-030-10) and DBE Participation Statement (Form No. 375-030-21).

Report DBE activities through the Equal Opportunity Reporting System (BizWeb).

Use the DBE directory developed under the Unified Certification Program.



PASCO COUNTY METROPOLITAN  
PLANNING ORGANIZATION



PAULA S. O'NEIL, Ph.D.,  
CLERK & COMPTROLLER



LANCE SMITH, CHAIRMAN

5-12-16

DATE

APPROVED AS TO LEGAL FORM AND SUFFICIENCY  
Office of the Pasco County Attorney

  
ATTORNEY

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
TITLE VI NONDISCRIMINATION POLICY STATEMENT**

The Pasco County Metropolitan Planning Organization (MPO) assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Florida Civil Rights Act of 1992, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Pasco County MPO further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Pasco County MPO Chairman.
2. Issue a policy statement signed by the Pasco County MPO Chairman, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT, District Seven, Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by the FDOT or the USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts, or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Pasco County MPO \_\_\_\_\_

5-12-16

DATE \_\_\_\_\_

 \_\_\_\_\_

Lance Smith  
MPO Chairman

Lance Smith

PRINT NAME \_\_\_\_\_

**PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)  
DISCRIMINATION COMPLAINT PROCEDURE**

Title VI of the Civil Rights Act of 1964 as amended prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance. As a subrecipient of the Florida Department of Transportation (FDOT), the Pasco County MPO has in place the following discrimination complaint procedures:

1. Any person who believes that he or she or any specific class of persons has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Pasco County MPO shall be referred immediately by the Pasco County MPO Title VI Specialist to the FDOT, District Seven, Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal or nonwritten complaints received by the Pasco County MPO shall be resolved informally by the Pasco County MPO Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the Pasco County MPO Title VI Specialist shall refer the Complainant to the FDOT, District Seven, Title VI Coordinator for processing in accordance with approved State procedures.
3. The Pasco County MPO Title VI Specialist will advise the FDOT, District Seven, Title VI Coordinator within five calendar days of receipt of the complaint. The following information will be included in every notification to the FDOT, District Seven, Title VI Coordinator:
  - a. Name, address, and phone number of the Complainant.
  - b. Name(s) and address (es) of alleged discriminating official.
  - c. Basis of complaint; i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation.
  - d. Date of alleged discriminatory act(s).
  - e. Date of complaint received by the Pasco County MPO.
  - f. A statement of the complaint.
  - g. Other agencies (State, local, or Federal) where the complaint has been filed.
  - h. An explanation of the actions the Pasco County MPO has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten calendar days, the Pasco County MPO Title VI Specialist will acknowledge receipt of the complaint(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT Equal Opportunity Office (EEO).
5. Within 60 calendar days, the Pasco County MPO Title VI Specialist will conduct and complete a review of the verbal or nonwritten complaint(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the Pasco County MPO.

6. Within 60 calendar days, the Pasco County MPO Title VI Specialist will conduct and complete a review of the verbal or nonwritten complaint(s) and based on the information obtained, will render a recommendation for action in a report of findings to the head of the Pasco County MPO.
7. Within 90 calendar days of receiving the verbal or nonwritten complaint(s), the Pasco County MPO Title VI Specialist will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT, EOO, if they are dissatisfied with the final decision rendered by the Pasco County MPO. The Pasco County MPO Title VI Specialist will also provide the FDOT, District Seven, Title VI Coordinator with a copy of this decision and summary of findings.
8. The Pasco County MPO Title VI Specialist will maintain a log of all verbal or nonwritten complaints received. The log will include the following information:
  - a. Name of Complainant.
  - b. Name of alleged discriminating official.
  - c. Basis of Complaint; i.e., race, color, national origin, sex, age, disability, religion, familial status, or retaliation.
  - d. Date verbal or nonwritten complaint was received by the Pasco County MPO.
  - e. Date the Pasco County Title VI Specialist notified the FDOT, District Seven, Title VI Coordinator of the verbal or nonwritten complaint.
  - f. Explanation of the actions the Pasco County MPO has taken or proposed to take to resolve the allegation(s) raised in the complaint(s).

PASCO COUNTY  
TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD



**TRANSPORTATION DISADVANTAGED GRIEVANCE  
POLICIES AND PROCEDURES**

Originally Adopted by the Local Coordinating Board  
November 1992

Local Coordinating Board Review August 27, 2015

## INTRODUCTION

### I. GRIEVANCE PROCESS

The Community Transportation Coordinator (CTC) and the Local Coordinating Board (LCB) are responsible for developing and implementing the local grievance procedures. It is the intent of the Commission for the Transportation Disadvantaged (CTD) to encourage the resolution of grievances at the local level and to educate the passengers, funding agencies and any other interested parties about the grievance process.

There are two (2) distinct differences within the grievance process. One is the formal grievance, pursuant to Chapter 427, Florida Statutes (FS), and Rule 41-2, Florida Administrative Code (FAC), while the other is known as a daily service complaint. Daily service complaints are routine in nature, may occur once or several times in the course of a day's service, and are usually resolved immediately within the control center of the CTC.

The following illustrates the differences between a service complaint and a formal grievance:

#### A. SERVICE COMPLAINT

Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. Service Complaints may include, but are not limited to:

- Late trips (late pickup and/or late drop-off)
- No-show by transportation operator
- No-show by client
- Client behavior
- Driver behavior
- Passenger discomfort
- Service denial (refused service to client without an explanation as to why, i.e., may not qualify lack of Transportation Disadvantaged [TD] funds, etc.)

The CTD has a Quality Assurance Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435.

#### B. FORMAL GRIEVANCE

A formal grievance is a written complaint to document any concerns or an unresolved service complaint regarding the operation or administration of TD services by the Transportation Operator, Designated Official Planning Agency (DOPA), CTC or LCB. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. Formal Grievances may include, but are not limited to:

- Chronic, reoccurring or unresolved Service Complaints (refer to description of service complaints)
- Violations of specific laws governing the provision of TD services, i.e., Chapter 427, FS, Rule 41-2, FAC, Sunshine Law, and Americans with Disabilities Act
- Violations of specific laws governing the provision of Title VI of the Civil Rights Act of 1964
- Violations of specific laws governing the Equal Employment Opportunity (EEO) provisions of Section 19 of the Urban Mass Transportation Act of 1964

- Contract disputes (Agencies/Operators)
- Coordination disputes
- Bidding disputes
- Agency compliance
- Conflicts of interest
- Supplanting of funds
- Billing and/or accounting procedures

## II. CREATION OF A GRIEVANCE SUBCOMMITTEE

The bylaws of the TDLCB and the statutes pursuant to Rule 41-2, FAC, call for the establishment of a Grievance Subcommittee.

Article VIII of the bylaws call for subcommittees to be “designated by the Chairman as necessary to investigate and report on specific subject areas of interest to the LCB and to deal with administrative and legislative procedures.” The Grievance Subcommittee is among those listed.

Rule 41-2.012(5)(c), FAC, provides for the LCB to appoint a grievance committee to serve as a mediator to process and investigate complaints from agencies, users, potential users of the system and the CTC in the designated service area, and make recommendations to the LCB for improvement of service. Members appointed to the committee shall be voting members of the LCB.

## III. DEFINITIONS

As used in these policies and procedures, the following words and terms shall have the meanings assigned herein:

- A. Formal Grievance: A formal grievance is a written complaint to document any concerns or any unresolved service complaints regarding the operation or administration of TD services by the Transportation Operator, CTC, DOPA or LCB. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible. The Grievance Subcommittee will hear these complaints.
- B. Service Complaint: Service complaints are routine incidents that occur on a daily basis, are reported to the driver or dispatcher or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant.
- C. Community Transportation Coordinator (CTC): Transportation entity recommended by an official planning agency to ensure that coordinated transportation services are provided to the TD population in a designated service area. Pasco County Public Transportation was designated as the CTC by the local Metropolitan Planning Organization (MPO).
- D. Transportation Disadvantaged Local Coordinating Board (LCB): Appointed by the MPO and provides direction to the CTC.
- E. Funding Agency: Those agencies contracting with Pasco County to provide services to the transportation disadvantaged.
- F. Designated Official Planning Agency (DOPA): The Pasco County MPO's role to implement transportation disadvantaged planning and organization.

- G. Agency Program Director: The individual responsible for operating the transportation program at a given service agency.
- H. Transportation Provider (hereinafter referred to as Operator): The entity providing transportation services for the transportation disadvantaged.
- I. Transportation Disadvantaged Client (hereinafter referred to as User): Those individuals who, because of physical or mental disability, income status, age, or other reasons, are unable to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, and other life sustaining activities.
- J. Commission for the Transportation Disadvantaged (CTD): State Commission responsible for overseeing statewide coordination of services provided to the transportation disadvantaged.
- K. Rule 41-2, FAC: The rule adopted by the CTD to implement provisions established in Chapter 427, FS.
- L. Title VI of the Civil Rights Act of 1964: - Prohibits discrimination on the basis of race, color, or national origin.
- M. Equal Employment Opportunity (EEO) of the Urban Mass Transportation Act of 1964: - Ensures that no person in the United States shall on the grounds of race, color, creed, national origin, sex or age be excluded from participation in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity funded in whole or in part through financial assistance by the Federal Transit Administration.

#### IV. OBJECTIVES

The objective of the Grievance Subcommittee is to provide the Funding Agency(s), Operator, and/or User with an impartial body to receive and hear formal grievances and advise on disputes concerning services rendered under the agreed upon contract.

#### V. MEMBERSHIP

- A. Members of the Grievance Subcommittee shall be appointed by the Chairman of the LCB and voted upon by the LCB members.
- B. At a minimum, the Grievance Subcommittee should be composed of:
  - (a) One (1) representative of an Operator.
  - (b) One (1) representative of a User.
  - (c) One (1) representative of the LCB member-at-large.

#### VI. TERMS OF MEMBERS

Members of the Grievance Subcommittee shall serve a two (2) year term.

A member of the Subcommittee may be removed for cause by the Chairman of the LCB. Vacancies in the membership of the Subcommittee shall be filled in the same manner as the original appointments. An appointment to fill a vacancy shall only be for the remainder of the unexpired term being filled.

The Chairman of the LCB shall appoint a Chairman for the Grievance Subcommittee. The Chairman shall serve a two-year term.

A quorum shall constitute a two-thirds (2/3) majority and be present for any official action.

No voting member will have a vote on an issue that is identified as a conflict of interest by the Grievance Subcommittee.

## **VII. GRIEVANCE PROCESS PROCEDURES**

The CTC's Transportation Disadvantaged Service Plan must be developed consistently with the Coordinated Transportation Contracting Instructions, incorporated by reference in Rule 41-2.002(16), FAC. Pursuant to these instructions, the Quality Assurance component must contain at a minimum, the step-by-step process that the CTC used to address "Service Complaints" and "Formal Grievances." The "Formal Grievance" is intended to be the step-by-step process which allows for "hearing and advisory" activities within the CTC's organization. Whereas the Grievance Committee makes recommendations to the LCB, and the LCB is also an advisory body, neither entity has the authority to determine a grievance. They only have the authority to "hear" and "advise." However, with the experience of the various members of the Grievance Committee and the LCB to solve problems, most issues may be resolved at this level. The CTC's grievance procedure should ultimately end at its governing board, except where otherwise noted in Section X.

### **Procedures**

1. The formal grievance must be of the caliber as defined under Formal Grievances.
2. The grievor must present a written formal complaint. The formal complaint should be expressed as clearly as possible on the "Grievance Form."
3. The "Grievance Form" can be secured from the CTC.
4. Upon receipt of a properly completed "Grievance Form," the CTC will contact the Grievance Subcommittee members and set a meeting date, within two weeks of receiving the form.
5. The grievor(s) and all parties involved shall be contacted once the meeting time, date and location are set.
6. Notification of a Grievance Subcommittee meeting shall be sent to Pasco County Consumer Affairs to be posted in their meeting schedule.

## **VIII. POWERS AND DUTIES OF THE GRIEVANCE SUBCOMMITTEE**

- A.** The Grievance Subcommittee shall have the opportunity to review filed "Grievance Form(s)" prior to a meeting date.
- B.** Grievance Subcommittee meetings shall be open to all parties involved in complaints and/or disputes concerning transportation disadvantaged services and/or agencies. These meetings shall be advertised, open to the public, and minutes shall be kept for the public record.
- C.** The Grievance Subcommittee reviews the material presented and recommends a resolution of the grievance to all parties involved before the meeting adjourns.

- D. It shall be the Grievance Subcommittee's responsibility to report back to the CTC by written response within two weeks as to steps taken and resolutions achieved.
- E. The grievant will have two weeks in which to accept the Grievance Subcommittee's decision or appeal it to the LCB.
- F. Immediately upon resolution, a Grievance Subcommittee representative will report to the LCB at the next scheduled meeting.
- G. Should the Grievance Subcommittee be unable to reach a resolution, the grievance will be forwarded to the LCB to hear and advise on.
- H. Should the LCB be unable to reach a resolution, the grievance will be forwarded to the Pasco County Board of County Commissioners for final disposition.
- I. Aggrieved parties with proper standing may also have recourse through the Chapter 120 FS, administrative hearings process or the judicial court system.

**IX. NOTIFICATION PROCEDURES**

A copy of this procedure will be made available on a general basis to those providers and agencies involved with meeting the needs of the transportation disadvantaged population in Pasco County.

**X. FUNDING AGENCY APPEAL PROCESS**

- A. For transportation service funded under the Older Americans Act, Title III-B, as specified in the contract between the Pasco County Board of County Commissioners and the Area Agency on Aging of Pasco- Pinellas, Inc. (AAAPP), the following requirements will be in conjunction with the established grievance procedures:
  - 1. Clients will be notified of their right to file a grievance and appeal the findings of the LCB to the AAAPP, which also serves as the Aging and Disability Resource Center.
  - 2. Clients will be notified in writing at least ten calendar days in advance of an adverse action consisting of a reduction or termination of service.
- B. For transportation service funded under the Federal Transit Administration and the Florida Department of Transportation, persons desiring to file a Title VI or EEO complaint may do so utilizing these established grievance procedures.

**GRIEVANCE FORM**

**Return to:**

Pasco County Public Transportation  
8620 Galen Wilson Boulevard  
Port Richey, FL 34668

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Incident date and time: \_\_\_\_\_

Description of incident and steps taken to resolve complaint (may attach extra sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Agency Program Manager's comments (may attach extra sheets, if necessary):

\_\_\_\_\_  
\_\_\_\_\_

---

**THIS SECTION TO BE COMPLETED BY CTC ONLY:**

Date report received by CTC: \_\_\_\_\_

Action requested of Grievance Subcommittee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time, date, and location of Grievance Subcommittee meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action taken by Grievance Subcommittee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Complainant's report to CTC (within two weeks): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORMULARIO DE RECLAMO**

**Retornar a:**

Pasco County Transportation  
8620 Galen Wilson Boulevard  
Port Richey, FL 34668

Nombre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Dirección: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Fecha y Hora del Incidente: \_\_\_\_\_

Descripción del incidente y las medidas adoptadas para resolver el reclamo (puede adjuntar una hoja adicional, si es necesario):

\_\_\_\_\_  
\_\_\_\_\_

Firma: \_\_\_\_\_

Comentarios Gerente del Programa (puede adjuntar hojas adicionales si es necesario):

\_\_\_\_\_  
\_\_\_\_\_

**ESTA SECCION ES PARA SER COMPLETADA SOLOPOR EL CTC:**

Fecha en que el reclamo ha sido recibido por el CTC: \_\_\_\_\_

Medidas que se solicitan al Subcomité de Reclamo: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Hora, fecha y lugar de la reunión del Subcomité de Reclamo: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Medidas tomadas por el Sucomité de Reclamo: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reporte del Reclamante al CTC (en las siguientes dos semanas): \_\_\_\_\_

\_\_\_\_\_

**STATEMENTS AND ASSURANCES FOR  
FEDERAL TRANSIT ADMINISTRATION (FTA), SECTIONS 5305(d) FUNDS**

	<u>Page(s)</u>
Statements and Assurances for FTA, Sections 5305(d) Funds.....	102-111
Section 5305(d) Grants Management Information System (GMIS) Planning Definitions.....	103-104
Application for Federal Assistance SF 424, FY 2016-17 .....	105-107
Section 5305(d) Approved Project Budget FY 2016-17 (FTA Funds Only - 80%) .....	108
Section 5305(d) Approved Project Budget FY 2016-17 (Total Dollars - 100%) .....	109
FTA Certifications and Assurances for Federal FY 2016-17, Section 5305(d).....	110-111

**SECTION 5305(d)**  
**GRANTS MANAGEMENT INFORMATION SYSTEM (GMIS)**  
**PLANNING DEFINITIONS**

1. Program Support and Administration (44.21.00). Includes basic overhead, program support, and general administrative costs directly chargeable to the Federal Transit Administration (FTA) project; i.e., direct program support, administration, interagency coordination, citizen participation, public information, local assistance, Unified Planning Work Program (UPWP) development, etc. (If direct program administrative and support costs are included in each work or activity, do not enter them a second time in this category.)
2. General Development and Comprehensive Planning (44.22.00). Includes only the costs of activities specifically emphasizing regional policy and system planning for non-transportation functional areas, including the development and maintenance of related data collection and analysis systems, demographic analysis, and non-transportation modeling and forecasting activity; i.e., land use, housing, human services, environmental and natural resources, recreation and open space, public facilities and utilities, etc.
3. Long-Range Transportation Plan (LRTP) Metropolitan and Statewide.
  - a. LRTP - System Level (44.23.01). Includes only the costs of activities *specifically emphasizing* long-range transportation system planning and analysis; i.e., long-range travel forecasting and modeling, including appropriate database development and maintenance for transportation in the entire metropolitan area or State, system analysis, sketch planning, system plan development, reappraisal or revision, and all long-range Transportation System Management (TSM) activities.
  - b. LRTP - Project Level (44.23.02). Includes only the costs of activities *specifically emphasizing* long-range project level planning and analysis; i.e., Major Investment Studies (corridor and subarea studies), cost effectiveness studies, feasibility and location studies, and the preparation of related draft environmental impact studies.
4. Short-Range Transportation Planning (44.24.00). Includes only the cost of activities specifically emphasizing short-range transportation system or project planning and analysis proposed in the next three to five years; i.e., management analyses of internal operations, such as management/administration, maintenance, personnel, and labor relations; service planning, including appropriate database development and maintenance; Transit Development Plan preparation; financial management planning, including alternative fare-box policies; all short-range TSM activities, including van pool/ride sharing, high occupancy vehicles, parking management, etc.
5. Transportation Improvement Program (TIP) (44.25.00). Includes only the costs of activities *specifically emphasizing* the TIP development and monitoring.
6. Special Projects.
  - a. Americans with Disabilities Act (44.26.01). Includes only the cost of planning and analysis activities *specifically emphasizing* the planning, development, and improvement of transportation services to the elderly and persons with disabilities, particularly the wheelchair-bound and semi ambulatory; i.e., 504 planning, special service planning and evaluation, paratransit policy, etc.
  - b. Clean-Air Planning (44.26.02). Includes only the cost of FTA-assisted activities *specifically emphasizing* air-quality planning and analysis; for example, development analysis, evaluation of transportation control strategies and measures, air-quality-related modeling and analysis of the Transportation Plan and programs; the Statewide Improvement Program development and revision activities, air-quality monitoring, etc. (Do not include the Environmental Protection Agency, Section 175, funds.)

- c. Financial Planning (44.26.06). Includes only the cost of activities specifically emphasizing the development of the financial plan required by 49 United States Code (U.S.C.) Sections 5303(f) and 5304(b) to support implementation of the TIP and the Metropolitan LRTP.
  - d. Management Systems (44.26.07). Includes only the costs of activities specifically emphasizing the development, establishment, and implementation of the management systems required by the joint Federal Highway Administration/FTA Management and Monitoring Systems regulation, 23 C.F.R. Parts 500 and 626 and 49 C.F.R. Part 614. In metropolitan areas, these systems are developed and implemented in cooperation with the Metropolitan Planning Organization. Three of the management systems: Traffic Congestion, Intermodal Facilities and Systems, and Public Transportation Facilities and Equipment must be part of the metropolitan planning process. The costs for management systems for highways, pavement, bridge, and safety should use BLI 41.18.00, *Highway Planning*.
  - e. Public Participation (44.26.08). Includes only the cost of activities specifically emphasizing development, establishment, and implementation of the Public Participation Plan as an integral part of the Statewide and metropolitan planning process.
  - f. Livable Communities (44.26.10). Includes only the cost of activities specifically emphasizing the planning for livable communities; e.g., consideration of those required factors that are specifically related to preserving or enhancing the quality of life. These factors include congestion relief and prevention, effect of transportation policy decisions on land use and development, and the overall social, economic, energy, and environmental effects of transportation decisions. Other planning activities emphasizing quality of life would include identification of the relevant issues that relate transportation goals to those of the community and analysis of methods to ensure consideration of quality of life factors in planning and programming.
7. Highway Planning (44.28.00). Specify and include only the cost of activities related exclusively to highway and highway-related planning; e.g., the development, establishment and implementation of the three highway management systems, pavement, bridge, and highway safety. Costs under this line item must be separable from non-highway costs to prevent double counting of proposed expenditures.
8. Other Activities (44.27.00). Includes only the cost of those activities whose primary emphasis is unrelated to the specific types of activities described above.

**Application for Federal Assistance SF-424**

Fiscal Year 2016-2017

<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p>* 2. Type of Application:</p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p>* If Revision, select appropriate letter(s):</p> <input type="text"/> <p>* Other (Specify):</p> <input type="text"/>
--	--	--

<p>* 3. Date Received:</p> <input type="text" value=""/>	<p>4. Applicant Identifier:</p> <input type="text" value="Not Applicable"/>
--	---

<p>5a. Federal Entity Identifier:</p> <input type="text" value="Not Applicable"/>	<p>5b. Federal Award Identifier:</p> <input type="text" value="FL-80-0009"/>
---	--

**State Use Only:**

<p>6. Date Received by State:</p> <input type="text"/>	<p>7. State Application Identifier:</p> <input type="text" value="1001"/>
--	---

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <input type="text" value="59-6000793"/>	<p>* c. Organizational DUNS:</p> <input type="text" value="0696779530000"/>
--	---

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

<p>Department Name:</p> <input type="text"/>	<p>Division Name:</p> <input type="text"/>
--	--

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:  Fax Number:

\* Email:

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.505

CFDA Title:

Section 5305(d) Metropolitan Planning Organization

**\* 12. Funding Opportunity Number:**

FL-80-0009

\* Title:

MPO and State Funding

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Unified Planning Work Program for Fiscal Year 2016-2017

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Fiscal Year 2016-2017

16. Congressional Districts Of:

\* a. Applicant 12

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Buttons: Add Attachment, Delete Attachment, View Attachment

17. Proposed Project:

\* a. Start Date: 07/01/2016

\* b. End Date: 06/30/2017

18. Estimated Funding (\$):

* a. Federal	139,650.00
* b. Applicant	
* c. State	17,456.00
* d. Local	17,456.00
* e. Other	
* f. Program Income	
* g. TOTAL	174,562.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on 05/12/2016 .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

Buttons: Add Attachment, Delete Attachment, View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Mr. \* First Name: Lance  
Middle Name:  
\* Last Name: Smith  
Suffix:

\* Title: Chairman, Pasco County MPO

\* Telephone Number: 727-847-8140 Fax Number:

\* Email: lsmith@ci.zephyrhills.fl.us

\* Signature of Authorized Representative: [Handwritten Signature]

\* Date Signed: 5/12/2016

**SECTION 5305(d)**  
**APPROVED PROJECT BUDGET - FY 2016-17**  
(FTA Funds Only)

<b>TECHNICAL CLASSIFICATIONS</b>		<b>80%</b>
44.21.00	Program Support and Administration	
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	
44.26.12	Coordination of Non-Emergency Human Services Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	\$ 139,650
<b>TOTAL NET PROJECT COST</b>		<b>\$ 139,650</b>

<b>ACCOUNTING CLASSIFICATIONS</b>		
44.30.01	Personnel	
44.30.02	Fringe Benefits ( __ %)	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$ 139,650
44.30.07	Other	
44.30.08	Indirect Charges ( __ %)	
<b>TOTAL NET PROJECT COST</b>		<b>\$ 139,650</b>

<b>FUND ALLOCATIONS</b>		
44.40.01	MPO Activities	\$ 139,650
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
<b>TOTAL NET PROJECT COST</b>		<b>\$ 139,650</b>

**SECTION 5305(d)**  
**APPROVED PROJECT BUDGET FOR FY 2016-2017**  
(Total Dollars)

<b>TECHNICAL CLASSIFICATIONS</b>		<b>100%</b>
44.21.00	Program Support and Administration	
44.22.00	General Development and Comprehensive Planning	
44.23.00	Long Range Transportation Planning: System Level	
44.23.02	Long Range Transportation Planning	
44.24.00	Short Range Transportation Planning	
44.25.00	Transportation Improvement Program	
44.26.12	Coordination of Non-Emergency Human Services Transportation	
44.26.13	Participation of Transit Operators in Metropolitan Planning	
44.26.14	Planning for Transit Systems Management/Operations to Increase Ridership	
44.26.15	Support Transit Capital Investment Decisions through Effective Systems Planning	
44.26.16	Incorporating Safety & Security in Transportation Planning	
44.27.00	Other Activities	\$ 174,562
<b>TOTAL NET PROJECT COST</b>		<b>\$ 174,562</b>

<b>ACCOUNTING CLASSIFICATIONS</b>		
44.30.01	Personnel	
44.30.02	Fringe Benefits ( __ %)	
44.30.03	Travel	
44.30.04	Equipment	
44.30.05	Supplies	
44.30.06	Contractual	\$ 174,562
44.30.07	Other	
44.30.08	Indirect Charges ( __ %)	
<b>TOTAL NET PROJECT COST</b>		<b>\$ 174,562</b>

<b>FUND ALLOCATIONS</b>		
44.40.01	MPO Activities	\$ 174,562
44.40.02	Transit Operator Activities	
44.40.03	State and/or Local Agency Activities	
<b>TOTAL NET PROJECT COST</b>		<b>\$ 174,562</b>

**Federal Share (80%)** \$ 139,650  
**Local Share (20%)** \$ 34,912

<b>ACCOUNTING</b>			
<i>Classification</i>	<i>FPC</i>	<i>Description</i>	<i>Amount</i>
91.37.08.8P-2	02	Technical Studies - Planning	<b>174,562</b>

**SECTION 5305(d)**  
**FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES**

FEDERAL FISCAL YEAR 2016-17 CERTIFICATIONS AND ASSURANCES FOR  
 FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS  
 (Signature Page Alternative to Providing Certifications and Assurances in TEAM-WEB)

Name of Applicant: Pasco County Metropolitan Planning Organization

The Applicant agrees to comply with applicable provisions of Groups 01-23. X

OR

The Applicant agrees to comply with the applicable provisions of the following groups it has selected:

<u>Category</u>	<u>Description</u>	
1.	Required Certifications and Assurances for Each Applicant.	_____
2.	Lobbying.	_____
3.	Procurement and Procurement Systems.	_____
4.	Private Sector Protections.	_____
5.	Rolling Stock Reviews and Bus Testing.	_____
6.	Demand Responsive Service.	_____
7.	Intelligent Transportation Systems.	_____
8.	Interest and Finance Costs and Acquisition of Capital Assets by Lease.	_____
9.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs.	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences.	_____

**SECTION 5305(d)**

FEDERAL FISCAL YEAR 2016-17 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE  
(Required of All Applicants for FTA Assistance and All FTA Grantees with an Active Capital or Formula Project)  
Affirmation of Applicant

Name of Applicant: PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO)

Name and Relationship of Authorized Representative: Lance Smith, MPO Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all Federal statutes and regulations, and follow applicable Federal guidance and comply with the Certifications and Assurances as indicated on the foregoing pages applicable to each application its Authorized Representative makes to the FTA in Federal FY 2014-15, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it..

The FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each project for which it seeks now, or may later seek, FTA funding during Federal FY 2016-17 and FY 2017-18.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to the FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., and implementing USDOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31 apply to any certification, assurance, or submission made to the FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. Chapter 53, or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature: 

Date: 5-12-16

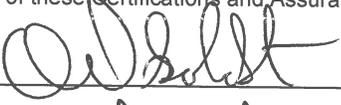
Name: Lance Smith

Lance Smith, Chairman  
Pasco County MPO

**AFFIRMATION OF APPLICANT'S ATTORNEY**  
For (Name of Applicant) Pasco County Metropolitan Planning Organization

As the undersigned attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA project or projects.

Signature: 

Date: 5/9/16

Name: David Goldstein  
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula project or Award must provide an affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system this hard-copy Affirmation, signed by the Attorney and dated this federal fiscal year.